



CHARLESTON RESEARCH INSTITUTE POSITION #2019-001

Title: Research Assistant I

Classification: Regular Part-time, 10 hours/week

Salary: \$13.00/hr

Duties & Responsibilities:

- Coordinates bi-weekly lab staffing meetings and distributes minutes
- Ensures availability of adequate copies of consents, HIPAA authorizations, and assessment measures
- Organizes digital recordings of sessions and assessment interviews and oversees the fidelity rating process
- Assists with centralized research phone line for all of PI's studies and collects screening information from potential participant
- Prepares and organizes patient materials for new studies, including patient/therapist workbooks
- Oversees/point of contact for WOC process for incoming volunteers and assures all appropriate paperwork is submitted to research office
- Files and organizes study-related paperwork and documentation

Supervision:

Reports directly to program coordinator and/or principal investigator

Qualifications and Hiring Criteria:

- Level of Education: High school diploma, current college students encouraged to apply
- You must be authorized to work in the US to apply for this job and are subject to a background/suitability investigation

Experience:

- Minimum 1 year administrative experience, some research experience preferred
- Knowledge of MS Office Products (Excel, Word, Power Point, and Outlook) required
- Must be able to work independently

Company Information:

Charleston Research Institute (CRI) supports the research-related activities of the VA (principally the Ralph H Johnson VA Medical Center) while enhancing its revenue and sustainability.

Email signed and completed application with the position number to:

Charleston Research Institute

Attn: Executive Director

kelly@chsri.org

Charleston Research Institute is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable by federal, state, or local laws.